

## INTER-OFFICE MEMORANDUM

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### Office of Accounts and Control

**TO:** Chief Financial Officers  
All State Agencies

**DATE:** June 13, 2013

**FROM:** Louise M. Anderson  
Associate Controller - Operations

**SUBJECT:** Addendum to Out-of-State Travel Policy A-22  
CFO 13-09

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Due to changes in the market, travelers will no longer need pre-approval for flights into DCA (Reagan) but will continue to need approval for flights into IAD (Dulles).

As a result, effective **June 15, 2013**, the following section of Policy A-22 is revised as follows:

Section 2.1.2 – Travelers must consider the total costs of an itinerary when traveling to/from a particular destination or area. For example, travelers traveling to/from the Washington DC, Baltimore, and Virginia area will be directed to Baltimore/Washington International (BWI) Airport or Reagan instead of Dulles Airport. This is due to the fact that in most circumstances the total cost of transportation (air and ground) into and from BWI or Reagan is less than air transportation costs alone into Dulles.

Any questions can be directed to my office at 222-2704.

Thank you.